

DIVISION III – COVID 19 PROCEDURES

Per the Supreme Court Orders In Re: COVID-19 Pandemic, and the Circuit Court Plan for re-opening for in-person proceedings, Division III will operate in accordance with the following procedures. Please be sure to review all of the Tennessee Supreme Court Administrative Orders, including the allowance of electronic signatures. They may be found here: www.tncourts.gov/coronavirus

For questions or requested settings, please contact the Clerk via email at Circuit.Division3@shelbycountyttn.gov. ***Please send inquiries to THIS email rather than directly to any clerk individually. The Court cannot guarantee receipt of communication to any other email address.***

Announcements: If you need to make an announcement, please contact the division clerk to schedule a status conference to be conducted via zoom.

In-person proceedings. If you believe you have a matter that must be conducted in-person, including but not limited to orders of protection, emergency child custody matters, and petitions for injunctive relief, please email the division email to request a setting.

Fiats: If you have a fiat to be signed, including requests for injunctive relief, absent extraordinary circumstances, it should be e-filed and sent to the division email for the Court to review and sign, if appropriate.

Orders: Orders may be submitted electronically to the Division email. They may also be placed in the Division Box in Room 208. The Court may request that any order be sent electronically for editing. (Please see Supreme Court Order No. ADM2020-00428 regarding electronic signatures.)

Status Conferences: Status conferences will be held via zoom and will continue as already scheduled and set by the Court. Should you feel that your matter needs a status conference or you need more guidance from the Court, please contact the division email to be scheduled.

Matters with Current Settings: The clerk will be in contact with whether your matter will proceed remotely or be reset. Please feel to reach out to the clerk, via the division email, for further information on a specific matter.

Uncontested Divorces: The Court will hear Uncontested Divorces on Wednesdays at 9:00 AM via affidavit if there are no minor children or via zoom. Zoom is the only option if there are minor children. Uncontested divorces may be set on the clerks website. Once set, the Court will forward zoom instructions. Counsel for the party receiving the

divorce is responsible for ensuring that all parties have notice and the zoom instructions.

Prior to the hearing, forward via email to Divorce Referee, Anthony Bradley, at: Anthony@Bradley-Law.com, 24 hours in advance of your scheduled hearing, the Plaintiff's Affidavit, Agreed Parenting Plan, Insurance Notifications, Cost Bill, Certificate of Divorce, Health Insurance Form and any other documents that need to be filed. **All documents must be received 24 hours prior to the hearing, or the matter will be struck.**

The Final Decree shall be submitted via email to: Circuit.Division3@shelbycountyttn.gov or placed in the Division III Orders Box in Room 315. Please make sure all required signatures and/or certificate of service is on the Order.

- If proceeding via Zoom, the Court will send a Zoom invitation to the Plaintiff/Plaintiff's counsel setting the hearing. The Plaintiff will need to be available to testify and participate in the Zoom hearing.
- To proceed on Affidavits in a matter with no minor children: Please proceed as above but also file and submit to the Divorce Referee an Affidavit from the Plaintiff with the required testimony. No zoom hearing will be conducted. If all documents are in order, and the Court grants the divorce, the Final Decree of Divorce will be entered by the Court at the time of the setting provided the documents emailed are acceptable to the Court.

Motions: Motions may be set via the Circuit Court Clerk's website to be heard Friday at 9:00 am. Pending further notice, all motions will be heard via zoom. Upon the setting of the motion, the clerk will provide the details for the zoom hearing. **The Movant is responsible for ensuring that proper notice, with zoom instructions, was provided to the Responding party. The Court may request proof of such notice before granting the motion.**

If it is a dispositive motion, counsel may contact the clerk at the division email for a special setting. Special settings will also be heard via zoom in the discretion of the Court.

Minor Settlements: Minor Settlements will be heard via zoom. Please email the division clerk to obtain a setting. Once the matter is scheduled, further details on the zoom hearing will be provided.

If you have any other questions or need further assistance, please email the division email listed above or call the Judicial Assistants' office at 901-222-3800.

Effective 06/01/2020